Agency Instructions: This is a collaboration document intended to help you gather feedback from within your agency. Do not submit this document. Complete one survey for your agency online, through the provided survey link. Your survey responses should represent a collective response of your agency's needs.

**Current FLAIR Functionality and Use**

1. Does your agency enter any non-FACTS grants directly into the FLAIR Grant Information file?

[ ] Yes

[ ] No

If yes, what types of grants and why (e.g., exemption from FACTS per Section 215.985(14)(d), F.S.)?

Click or tap here to enter text.

1. FLAIR Grant information file includes the optional fields listed below. Does your agency utilize any of this optional information for reporting and analysis for FACTS grants? Select all that apply.

[ ]  Letter of Credit (LOC) number – used to capture the federal LOC for the grant. The LOC is the mechanism for providing cash disbursements to award recipients.

[ ]  Sub-accounts – used in federal payment management systems that relates a federal Operating Unit and Program Area to an award and Letter of Credit.

[ ]  Grantor ID – FLAIR vendor ID used to identify who is granting the funds.

[ ]  Grant Reference Number – used to record a federal award number or other identifying information for reporting purposes.

[ ]  Catalog for Federal Domestic Assistance (CFDA) – used to capture the federal program code if the grant award is federal financial assistance

[ ]  Catalog for State Financial Assistance (CSFA) – used to capture the state project code for the Florida Single Audit Act, if applicable.

[ ]  None or N/A

1. FLAIR Grant information file includes the optional fields listed below. Does your agency utilize any of this optional information for reporting and analysis for non-FACTS grants? Select all that apply.

[ ]  Letter of Credit (LOC) number – used to capture the federal LOC for the grant. The LOC is the mechanism for providing cash disbursements to award recipients.

[ ]  Sub-accounts – used in federal payment management systems that relates a federal Operating Unit and Program Area to an award and Letter of Credit.

[ ]  Grantor ID – FLAIR vendor ID used to identify who is granting the funds.

[ ]  Grant Reference Number – used to record a federal award number or other identifying information for reporting purposes.

[ ]  Catalog for Federal Domestic Assistance (CFDA) – used to capture the federal program code if the grant award is federal financial assistance

[ ]  Catalog for State Financial Assistance (CSFA) – used to capture the state project code for the Florida Single Audit Act, if applicable.

[ ]  None or N/A

1. Do any of your agency business systems or business processes rely on these optional fields?

[ ]  Yes

[ ]  No

If yes, please briefly describe its purpose and functions.

Click or tap here to enter text.

1. FLAIR provides a Grant Master Balance file that includes a cumulative total of expenditures and revenues for Month to Date (MTD), Year to Date (YTD), and Life to Date (LTD). Does your agency or agency business system utilize this file or information?

[ ]  Yes

[ ]  No

If yes, please briefly describe how the information is used.

Click or tap here to enter text.

1. FLAIR Project Information File includes the optional data fields listed below. Does your agency utilize any of these fields for reporting and analysis for any project? Select all that apply.

[ ]  Amount Correlated

[ ]  Amount of Amendments

[ ]  Acreage

[ ]  Project Type

[ ]  Project Status

[ ]  Other PROJ NUM

[ ]  OFS

[ ]  Type Approp

[ ]  DGS Delegated

[ ]  PROG Approved

[ ]  PURCH COMPL

[ ]  ARCH/ENG CNTRT LET

[ ]  COSNT. CNTRT

[ ]  FORCE ACCT

[ ]  Organization Codes

[ ]  Contractor Vendor IDS

[ ]  Architect/Engineer Vendor ID

[ ]  Agency Project Direct Name

[ ]  Agency Use fields 1-10

[ ]  None or N/A

1. FLAIR Project Status file allows agencies to assign a status to a project that is separate from the Project Title File status. Does your agency use the FLAIR Project Status file for reporting and analysis?

[ ]  Yes

[ ]  No

If yes, please briefly describe how the information is used.

Click or tap here to enter text.

1. FLAIR Project Correlation file provides the ability to limit the use of a Project ID to a specific 29-digit account code to ensure the proper accounting is used on the project transaction. Does your agency utilize the Project Correlation file?

[ ]  Yes

[ ]  No

If yes, please briefly describe why (e.g., to limit transactions, for reporting or analysis) and at what level (e.g., every project or only certain project types).

Click or tap here to enter text.

**Grants**

1. Does your agency receive funding from an outside entity such as Federal, State, or Private grants? Select all that apply.

[ ]  Federal

[ ]  State

[ ]  Private (e.g., local, nonprofit, for profit, non-governmental)

[ ]  None or N/A

1. What field(s) in FLAIR does your agency use to record grant revenues and expenditures (e.g., Grant ID, Project ID, OCA)?

Click or tap here to enter text.

1. Briefly describe how your agency records grant revenues.

Click or tap here to enter text.

1. Briefly describe how your agency records grant expenditures.

Click or tap here to enter text.

1. Does your agency use a business system(s) to support grant accounting and reporting functions?

[ ]  Yes

[ ]  No

If yes, please briefly describe the system(s) and their purpose.

Click or tap here to enter text.

1. Do you record your federal receipts with a Grant ID or other FLAIR data element upon receipt, or do you reallocate the revenue after the receipt has been recorded in FLAIR?

[ ] Record at time of deposit

[ ]  Reallocate after receipt recorded

[ ]  N/A

1. Do you have federal awards that have draw or billing requirements that are an exception to the Federal Uniform Guidance or Cash Management Improvement Act (CMIA) process for the State of Florida?

[ ]  Yes

[ ]  No

If yes, please specify how your agency has an exception to the Federal Uniform Guidance or CMIA process for the State of Florida.

[ ]  Exception through codified Federal agency guidance

[ ]  Exception stated in the terms and conditions of your award document

[ ]  Other (please describe the exception and notate the origin of the exception)

Click or tap here to enter text.

1. Does your agency allot within FLAIR to the Grant ID or other FLAIR data element(s) that is meant to represent the Grant's Budget?

[ ]  Yes

[ ]  No

1. Does your agency have a need to budget and track a grant across multiple years?

[ ]  Yes

[ ]  No

1. Does your agency have a need to **CONTROL** (prevent overspending) a Grant’s budget?

[ ]  Yes

[ ]  No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Is your grant draw or billing amount based on the formula of revenue (cash received plus outstanding billing/open Account Receivable) minus allowable expenses?

[ ]  Yes

[ ]  No

If no, please describe your process for determining your cash need for draw purposes.

Click or tap here to enter text.

1. Does your agency business process include creating an open Account Receivable item when grant funds have been requested but not received?

[ ]  Yes

[ ]  No

1. What type of Grant Amendments are tracked in FLAIR? Select all that apply.

[ ]  Amount amendments

[ ]  Moving budget between award budget categories

[ ]  Change in scope

[ ]  Change in accounting details (i.e., change organization code, budget entity, etc.)

[ ]  None or N/A

1. Are all of your statewide(i.e., not for a specific award) reporting and analysis needs for Grant accounting being met with data collected in FLAIR?

[ ]  Yes

[ ]  No

If no, please describe the information that is unable to be captured and the statewide report it supports.

Click or tap here to enter text.

**Projects**

1. Does your agency have FCO projects?

[ ]  Yes

[ ]  No

1. Does your agency track FCO projects with FLAIR fields other than the Project ID field?

[ ]  Yes

[ ]  No

If yes, please name the fields these projects are tracked.

Click or tap here to enter text.

1. Does your agency use the Project ID field in FLAIR, to track any of the following? Select all that apply:

[ ]  FCO Projects

[ ]  State Financial Assistance Projects (CSFA related)

[ ]  Grants

[ ]  Operational Projects (non-FCO and non-Grant related)

[ ]  Other (please describe the use)

[ ]  None or N/A

1. Does your agency track a project budget outside of FLAIR at a more detailed level than the Project ID field?

[ ]  Yes

[ ]  No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Does your agency have a need to budget and track a project across multiple years?

[ ]  Yes

[ ]  No

1. Does your agency have a need to **CONTROL** (prevent overspending) a project‘s budget?

[ ]  Yes

[ ]  No

If yes, please briefly describe why.

Click or tap here to enter text.

1. Are all of your statewide(non-award specific) reporting and analysis needs for project accounting being met with data collected in FLAIR?

[ ]  Yes

[ ]  No

If no, please describe the information that is unable to be captured and the statewide report it supports.

Click or tap here to enter text.